

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately.

This decision was not made lightly, but due to unforeseen circumstances, I am unable to continue my employment. I apologize for any inconvenience this may cause and appreciate your understanding in this matter.

I would like to extend my gratitude for the opportunities and support I have received during my time at the company.

Thank you for your understanding.

Sincerely,  
[Your Name]